

CENTER ROUTING SLIP

Approved For Release 2004/02/12 : CIA-RDP78B05703A000400080049-1

| FROM | | SA/ODIR | | DATE | 1 May 1970 |
|---------------|----------|----------------|---------|-------------------------------|------------|
| TO | INITIALS | DATE | REMARKS | | |
| DIRECTOR | 3 | ACL | 5/4 | FYI | |
| DEP/DIRECTOR | | | | | |
| EXEC/DIRECTOR | 2 | ACL | 5/4 | These two memos which | |
| SPECIAL ASST | 1 | M | 5/1 | ACL brought back from | |
| ASST TO DIR | 4 | TAL | 5/4 | Friday's Executive Council | |
| HISTORIAN | | | | Mts. have been | |
| Suspend | 5 | | | - 11 May passed to [redacted] | |
| CH/PPBS | | | | [redacted] for comment. | |
| DEP CH/PPBS | | | | The "Retirement Policy" | |
| EO/PPBS | | | | memo should give us | |
| CH/IEG | | | | no difficulty since I | |
| DEP CH/IEG | | | | believe our reports are | |
| EO/IEG | | | | clean on the motivation. | |
| CH/PSG | | | | The memo on employment | |
| DEP CH/PSG | | | | of married couples may | |
| EO/PSG | | | | be troublesome, however, | |
| CH/TSSG | | | | since we do have | |
| DEP CH/TSSG | | | | married couples in NPIC. | |
| EO/TSSG | | | | The size & location of | |
| CH/SSD/TSSG | | | | [redacted] may mitigate | |
| PERSONNEL | | | | against a too strict | |
| LOGISTICS | | | | interpretation of this | |
| TRAINING | | | | guidance paper. | |
| RECORDS MGT | | | | | |
| SECURITY | | | | | |
| FINANCE | | | | | |
| DIR/IAS/DDI | | | | | |
| CH/DIAXX-4 | | | | | |
| CH/DIAAP-9 | | | | | |
| CH/DIAAP-9 | | | | | |

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Declass Review by NIMA/DOD

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28 April 1970

NDIC

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Retirement Policy

1. In two specific ways I think we can and should improve our performance in the administration of our retirement policy. First, the Director continues to receive requests for deferment in which the employee states that he did not understand the policy, he assumed he could remain on duty for a certain number of years or until he reached a certain age, he did not receive a full five years' written notice from the Director of Personnel, etc. In many cases the command echelon through which the request is forwarded makes no comment on these points.

2. Our retirement policy, in substantially its present form, has been a part of Agency regulations for more than ten years. If there are employees, especially those who are within five years of retirement, who do not fully understand the policy and how it may affect them as individuals, this is a serious reflection on the Career Service and components to which these employees belong. In the future when an employee uses reasons of this kind as a part of his justification, the command echelon(s) will be expected to comment appropriately as the request is forwarded to the Retirement Board.

3. Second, the Director continues to receive retirement deferment requests in which the command echelon(s) takes no position but merely defers to the judgment of the Retirement Board and, in turn, to the Director. In some such cases, comments appear to be designed to relieve the command echelon(s) of any responsibility whatever

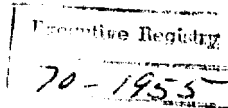
should there be a negative decision. The policy is clear, and as senior supervisors we each have a duty to carry it out. We cannot abdicate our responsibility to make a positive recommendation either to approve, possibly with modifications, or to disapprove the request. In fact, this is an important input for the Board and the Director to consider. In the future we will expect this to be done.



L. K. White
Executive Director-Comptroller

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17 April 1970

NPIC

MEMORANDUM FOR: Director of Personnel

SUBJECT : Agency Employment of Immediate Family Members

1. For some time now we have been trying to establish reasonable policy guidance governing the employment of married couples. I believe that we should broaden the policy to provide guidance in the employment of all immediate family members, who for this purpose will be deemed to include spouse, sibling, and child.

2. It is the Agency's policy not to discourage the employment of immediate family members, provided reasonable standards and good judgment are applied. Care must be taken to avoid the charge, or even the appearance, of nepotism in either the original employment or the subsequent management of relatives of Agency employees.

3. The following policies will govern:

a. Two or more family members will not work in the same Office (or Division in the Clandestine Service). This policy will be applied with due consideration for the fact that there are presently immediate family members working in the same Office and currently needed there. Where feasible, change in work location for one will occur with due consideration of job requirements and the qualifications of the individuals concerned.

b. With specific reference to married couples:

(1) When two employees already on duty marry, one will be transferred to another Office as soon as a suitable assignment can be found.

(2) When both husband and wife are professional employees and one is reassigned to another work location



and refuses the assignment because it is in conflict with the employment of the spouse, the Director of Personnel in consultation with the appropriate Deputy Director will determine which of the two careers is dominant. The Director of Personnel will take whatever measures are necessary to resolve the employment status of the spouse. If the dominant member is being reassigned, the spouse may (a) remain in place, (b) be reassigned to the new location in a staff or contract capacity as appropriate, or (c) resign to accompany the dominant member.

(3) Working spouses are entitled to all the benefits related to their employment status.

(4) The determination of employment of a spouse at an overseas station is the responsibility of the cognizant Deputy Director. As appropriate, this determination will be coordinated with the Deputy Director for Plans.

(5) The spouse of a supergrade employee will not be offered employment by the Agency.

4. It is understood that the above guidance will not be announced by Notice or other general media. It is further understood that there may be situations in which your judgment and discretion may dictate exceptions to these general provisions.

L. K. White
Executive Director-Comptroller

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